

JOB POSTING

Analyst (Full-Time)

Mission

Empowering communities to eliminate hunger by providing food, education and resources through innovation and collaboration.

Summary

The Analyst interfaces with department members to facilitate communication regarding technology and the organizational need and will research from both the technology and department perspectives to ensure the feasibility of proposals and the success of selected solutions. There will be a specific focus on supporting the fundraising arm of the organization.

Responsibilities

- 1) Primary focus will be on our donor CRM. Be the hands-on “face” of each assigned project and the detailed project owner tasked with getting it completed in a satisfactory way and timeframe.
- 2) Work to define the challenge or process and research/recommend solutions including use of existing technology. This involves much research and detailed learning/communication with the current user base, empowering them to create self-sufficient solutions.
- 3) Research to fully understand and augment any current documentation around business processes to aid in improvement plans. Requires an acceptance that “we can’t make it better if we don’t understand it as it is today.”

Requirements

- **Education and Experience**
Bachelor’s degree and 5 – 7 years of project management experience; or an equivalent combination of education and experience
- **Technical Proficiencies**
History with CRM and Sales support, Donor Perfect experience a plus
Proficient with Office Suite, demonstrated comfort with varied software platforms, Database experience and Sage 100 experience a strong plus
- **Communication Skills**
Excellence in speaking, writing and presenting information; customer service oriented, attention to detail and documentation is a key part of the role
- **Other Competencies**
Project management exposure

How to Apply

Please submit resume and cover letter to jobs@tafb.org.

Tarrant Area Food Bank is an Equal Opportunity Employer. Drug testing required. We are unable to provide employment sponsorships at this time.